



CITY OF HOUSTON

Job Posting

1	Applications accepted	ALL PERSONS INTERESTED
2	Job Classification	Community Involvement Coordinator
3	Posting Number	PN# 110529
4	Department	Health & Human Services
5	Division	Neighborhood Services
6	Section	Nursing Services
7	Reporting Location	8000 N. Stadium Dr., 6 <sup>th</sup> Floor
8	Workdays & Hours	M - F, 8 a.m. - 5 p.m.* (Some evenings and weekends) *Subject to change
9	<b>DESCRIPTION OF DUTIES</b> Functions as a liaison between the department and community civic clubs and cultural organizations promoting and coordinating department programs.  <b>CORE FUNCTIONS</b> <ul style="list-style-type: none"><li>➤ Provides appropriate orientation and training for personnel in Healthy Families Healthy Futures Program.</li><li>➤ Monitors home visitation procedures of Healthy Families Program personnel by field audits and assures compliance with the established Quality Assurance Guidelines for the program.</li><li>➤ Participates and conducts wrap around meetings, coalition and interagency meetings. Conducts target outreach activities, presentations to community agencies and organizations to promote good parenting skills.</li><li>➤ Supervises, coordinates, guides, evaluates and trains personnel employed in the Healthy Families Program.</li><li>➤ Develops, implements and performs quality improvement activities.</li></ul>	
10	<b>WORKING CONDITIONS</b> The position is physically comfortable; the individual has discretion about walking, standing, etc. <b>Requires:</b> Reliable transportation.	
11	<b>MINIMUM EDUCATIONAL REQUIREMENTS</b> Requires a Bachelor's degree in Communications, Public Relations, Business Administration or a closely related field.	
12	<b>MINIMUM EXPERIENCE REQUIREMENTS</b> Two (2) years of experience in developing and coordinating community programs or a closely related field are required.	
13	<b>MINIMUM LICENSE REQUIREMENTS</b> A valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP2-2).	
14	<b>PREFERENCES</b> <ul style="list-style-type: none"><li>➤ Bilingual skills (English/Spanish).</li><li>➤ Candidates with Public Health and Education experiences are preferred.</li><li>➤ Strong communication and organizational skills.</li></ul>	
15	<b>SELECTION/SKILLS TESTS REQUIRED</b>	None
16	<b>SAFETY IMPACT POSITION</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No This position is not subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.
17	<b>SALARY INFORMATION</b>	<b>GENERAL FUNDED POSITION</b> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is: <b>Salary Range - Pay Grade 22</b> \$1,277 - \$2,388 Biweekly \$33,202 - \$62,088 Annually
18	<b>OPENING DATE</b>	May 17, 2006
19	<b>CLOSING DATE</b>	May 31, 2006
20	<b>APPLICATION PROCEDURES</b> Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 <sup>st</sup> floor. <b>Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</b>  An equal opportunity employer	